Board of Education
December 14, 2021 – Regular Meeting
Zoom Meeting

MEMBERS PRESENT: Chair Alexander Oliphant, Vice Chair Mary Tomasi, Jessica Morozowich, Sue Hickey, Donna Antonacci, Maguerite Gignac, Rosemary Gignac.

ADMINISTRATION PRESENT: Superintendent Jeffrey Burt, Bacon Academy Principal Matt Peel, Colchester Elementary School Principal Judy O'Meara, Jack Jackter Intermediate School Principal Elise Butson, William J. Johnston Middle School Principal Chris Bennett, Director of Pupil Services and Special Education Kathleen Perry, Director of Teaching and Learning Charles Hewes, Director of Education Operations Mario Hurtado, Director of Human Resources Shannon Ramsby, Chief Financial Officer M. Cosgrove.

OTHERS PRESENT: Board of Finance Liaison Michael Egan.

1. MEETING OPENING

1.1 Call to Order

Newly elected Chair Alexander Oliphant called this Regular Meeting to order at 6:01pm with a roll call to establish a quorum.

2. ADDITIONS/CHANGES TO THE AGENDA

No additions or changes were requested.

3. RECOGNITIONS/ACKNOWLEDGEMENTS

3.1 Recognition of Samuel Blumberger – National Heisman Scholarship

We are proud to recognize senior Sam Blumberger for being named the 2021 CT recipient for the Heisman High School Scholarship. Sam is the lone representative from CT who headed on to the national competition. Although he did not win at the national level, this award is a major accomplishment, and a first for a Bacon Academy student. Sam has plans to attend college to be a business major and play soccer at the collegiate level. His impressive resume is what earned him this recognition.

4. PUBLIC COMMENT

Mia Voiland expressed concern over her Individual Education Program (IEP) noting terms that she feels have not been addressed.

Cathy Voiland also voiced concerns over M. Voiland's IEP and has brought this to the Board for assistance.

5. REPORT FROM SUPERINTENDENT

5.1 Pandemic Update

Superintendent Burt reported that numbers of cases are up in town and at the high school and elementary levels. The schools are under mandates from the State for masking and quarantine regulations, however, teachers are managing, continuing to move forward and progress is being seen.

5.2 Enrollment Projection Report

Superintendent Burt reviewed the report that shows an upswing in enrollment over the next few years. While the enrollment had been declining, this year it is up for kindergarten and elementary and the projection through 2031 is that the enrollment will continue to grow.

5.3 Communications

Communications were received, however, they need to be addressed but not publicly.

6. POLICIES/REGULATIONS FOR FIRST READING (None at this time)

7. PRIORITY DISCUSSION/ACTION ITEMS

7.1 Propose 2022-2023 School Year Calendar

Motion by: M. Tomasi
to approve the proposed 2022-2023 School Year Calendar.
Second by: M. Gignac.
Vote: Unanimous to approve.

7.2 Proposed Budget Calendar

Motion by: J. Morozowich
to approve the proposed 2022-2023 Budget Calendar
Second by: M. Gignac.
Vote: Unanimous to approve.

7.3 Volunteer Fingerprinting

The fingerprinting costs for Tier two volunteers is over $80 and may discourage new volunteers. The superintendent proposed that the district reimburse volunteers up to $60 for fingerprinting to ensure we have a good pool of candidates.

Motion by: M. Tomasi
to approve the reimbursement of $60 for fingerprinting to Tier 2 volunteers that successfully complete the application process.
Second by: S. Hickey.
Vote: Unanimous to approve.

7.4 HR Director Adjustment

Superintendent Burt is requesting that the Board change the funding allocation for the position of Director of HR from 70% to 80% (prorated for remainder of FY) as part of a reconfiguration of central office staffing. This change will be effective in mid-January.

Motion by: S. Hickey
to approve the increase of the Director of Human Resources from 70% to 80%, or from $81,094 to $92,679.
Second by: M. Tomasi.
Vote: Unanimous to approve.

7.5 Curriculum Committee revision – Standing Committee

It is proposed that the Colchester Board of Education establish a standing sub-committee for curriculum that replaces the two ad-hoc curriculum committees.

Motion by: D. Antonacci
to approve the creation of a standing committee for curriculum (Bylaw 9131).
Second by: M. Gignac.
Vote: Unanimous to approve.

Chair Oliphant appointed D. Antonacci, M. Gignac and J. Morozowich to the new Curriculum Committee.

7.6. Substitute Incentives

Starting Jan 1, 2022

1. Increase the number of available substitute teachers.
    1. Offer new hires a $250 signing bonus and a work bonus of $250 for completing 45 full substitute teaching days (6.75 hrs).
2. Increase the frequency of the number of days a substitute teacher works.
    1. Offer existing substitute teachers a $250 work bonus for completing 45 full substitute teaching days (6.75 hrs).
    2. Increasing the number of permanent building substitutes to 3 per building and increasing the daily pay of permanent building substitutes to $100/day (the $250 work bonus is built-in to the permanent building substitute pay increase).

3. Potential Issues:
    1. Possible increase to health insurance costs for PBS.
    2. Operational procedure for "bonuses".

This proposal was discussed and the Board members agreed to have Superintendent move forward with the Substitute Incentives.

7.7 Contact Tracing Positions

Superintendent Burt reviewed the need for temporary positions to complete contact tracing and free school staff to return to their usual work duties.
Discussion followed on the time consuming telephone work associated with contact tracing.
These positions would work from home making phone calls and would be as needed.
The Board members agreed to move forward with the Contact Tracing positions.

7.8 CABE Membership Discussion

The membership was discontinued a few years ago to save on the membership fee. The individual programs are available for a fee and much of the information available for the membership fee has been provided elsewhere. Superintendent Burt will bring further information to the January board meeting.

7.9 Review of Funding Reserves

Board Member J. Morozowich and CFO M. Cosgrove reviewed the BOE Funding Reserves terminology used during the budget discussions.

8. GRANTS/OTHER FINANCIALS

8.1. Budget Transfers over $5,000

Motion by: M. Tomasi
to approve the budget transfer to support the movement of a computer lab at BA and relocation of teachers.
Second by: S. Hickey.
Vote: Unanimous to approve.

9. CURRICULUM/INSTRUCTION/ASSESSMENT

9.1 Approval of Acceleration Specialist Job Description

This position will address instructional learning gaps that may have been intensified by the Covid -19 pandemic. This position will be funded through the 23/24 academic year for elementary students who have knowledge or skill gaps due the interrupted instruction.
Motion by: J. Morozowich

to approve the job description as submitted.
Second by: R. Gignac.
Vote: Unanimous to approve.

10. POLICIES/REGULATIONS FOR A SECOND READING (none)
11. POLICIES RECOMMENDED FOR REMOVAL (none)
12. NON-SUBSTANTATIVE POLICIES (None at this time)

13. CONSENT AGENDA
13.1 Approval of November 9, 2021 BOE Regular Meeting Minutes
13.2. Approval of November 30, 2021 BOE Special Meeting Minutes
Motion by: M. Tomasi
to approve the Consent Agenda items as read.
Second by: D. Antonacci
Vote: Unanimous to approve.

14. REPORTS FROM BOARD COMMITTEES
14.1 Policy – No report
14.2 Budget – J. Morozowich said the committee met to review accounts, noted that the BA oil tank and annual roof maintenance, telephone system are all in need of attention. The health insurance account is "healthy". The BA cafeteria will need some significant repairs.
14.3 Personnel – M. Tomasi noted the work on new job descriptions and work being done to update the Board's handbook.
14.4. Ad-Hoc Curriculum – No report
14.5 Ad-Hoc Diversity, Equity and Inclusion – working on goals and action plan.

15. REPORTS FROM BOARD LIAISONS
1. Board of Selectmen: Donna Antonacci
2. Board of Finance: Margo Gignac
3. P&R Parent Commission: Rotating Members
4. PTO Collaborative: Margo Gignac
5. C3 Collaborative: Sue Hickey
6. Commission on Aging: Mary Tomasi – Senior Center Building Committee is working on finalizing design and expect ground breaking in the Spring. Also, a Mental Health and Wellness Fair is planned for May 15, 2022, at WJJMS.
7. CORE Commission: Jessica Morozowich
8. Youth & Social Services: Rosemary Gignac

16. BOARD ANNOUNCEMENTS and INFORMATION ITEMS
16.1. Next Meetings
December 14, 2021 – Board of Education Meeting 6:00 pm

Board of Education	December 14, 2021	6:00 PM	Virtual
AdHoc DEI Committee	December 15, 2021	5:00 PM	Virtual
Policy Committee	December 20, 2021	5:00 PM	Virtual
Budget Committee	January 6, 2022	9:00 AM	Virtual
Board of Education	January 11, 2022	6:00 PM	Virtual

16.2 Monthly Student Enrollment – No report
16.3 Approved Committee Meeting Minutes
Budget Committee November 4 2021
Ad-hoc DEI Committee October 13, 2021
16.4 Monthly Budget Reports
16.5 Cafeteria Fund
16.6. Notices of Retirement/Resignation – Special Services Social Worker Amy Lemay and Chief Financial Officer Maggie Cosgrove
16.7. Regulations (none at this time)
16.8 Budget Transfers Under $5,000
Information only items, no action taken.

17. PUBLIC COMMENT

S. Hickey said the JJIS Legos Team won first place at the recent Glastonbury Lego Competition.

M. Egan welcomed the new members and said he would be continuing as the Board of Finance Liaison to the Board of Education.

18. EXECUTIVE SESSION

18.1 Staff Request for Leave of Absence

Motion by: M. Tomasi
to go into Executive Session to discuss a Staff Request for Leave of Absence and invite Superintendent Burt and Director of Human Resources Shannon Ramsby.
Second by: D. Antonaccio
Vote: Unanimous to approve. Time: 8:21 pm.

Chair Oliphant brought the Board out of Executive Session at 8:40 pm.
See below for action.

19. POSSIBLE ACTION ON 18.1 – Staff Request for Leave of Absence

Motion by: M. Tomasi
to grant the request for a leave of absence.
Second by: D. Antonaccio.
Vote: Unanimous to approve.

20. ADJOURNMENT

Chair Oliphant adjourned this meeting at 8:41 pm.

Respectfully submitted,

Mary Jane Slade
Recording Secretary